

Retention and Classification Report

Agency: Wasatch Integrated Waste Management District (Davis County, Utah) (2008)
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P.O. Box 900
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Records Officer Juli McIntosh

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AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15282

3

TITLE: Accounts receivable invoices

DATES:

ARRANGEMENT:

DESCRIPTION:

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

RETENTION:

Retain for 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 3.

AUTHORIZED: 10/05/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

Accounts receivable invoices have only administrative value.

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15282

TITLE: Accounts receivable invoices

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15286

3

TITLE: Annual financial report

DATES: 1984-

ARRANGEMENT:

DESCRIPTION:

These are statistical reports on the financial affairs of the entire municipality or a specific department. These reports usually include a statement on the value of all municipally owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

AUTHORIZED: 10/05/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

Annual financial reports document the financial history of the agency.

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15286

TITLE: Annual financial report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15288

3

TITLE: Bond issue files

DATES: 1990-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 2.

AUTHORIZED: 10/05/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

Bond issue files document the agencies financial decisions.

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15288

TITLE: Bond issue files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15283

3

TITLE: General ledgers

DATES:

ARRANGEMENT:

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain for 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 12.

AUTHORIZED: 10/05/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

Administrative

General ledgers have only administrative value.

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15283

TITLE: General ledgers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15280

3

TITLE: General subject files (policy and program development)

DATES: 1990-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. The correspondence is filed separately from program and project case files.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 8.

AUTHORIZED: 10/05/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

General subject files may provide historical information about the agency.

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15280

TITLE: General subject files (policy and program development)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15287

3

TITLE: Litigation files

DATES: 1990-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These files document lawsuits filed against the Redevelopment Agency concerning specific redevelopment projects. They contain related correspondence, research materials, copies of court files, copies of depositions, and attorneys' notes. Usually the city attorney maintains the record copy of all lawsuits.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 24, Item 9.

AUTHORIZED: 10/05/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative

Litigation files have long term administrative value.

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15287

TITLE: Litigation files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15276

3

TITLE: Policies and procedures

DATES: 1992-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

AUTHORIZED: 03/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1984 through 1994. Retain in Office until superseded and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

Policies and procedures are kept permanently as a historical record of how an agency functioned.

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15276

TITLE: Policies and procedures

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15313

3

TITLE: Project files

DATES: 1990-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipal projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction or repairs to additions to city buildings.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 13.

AUTHORIZED: 10/05/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15313

TITLE: Project files

(continued)

APPRAISAL:

Administrative Historical

These records provide a historical record of construction projects.

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15277

3

TITLE: System studies and report files

DATES: 1990-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 25.

AUTHORIZED: 10/05/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
System studies are permanent based on Municipal General Schedule 1-25.

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15277

TITLE: System studies and report files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15278

3

TITLE: System studies and report files (supporting documents)

DATES: 1992-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 25.

AUTHORIZED: 11/11/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public